

Head Start

Guidelines

usq.edu.au/headstart

UNIVERSITY
OF SOUTHERN
QUEENSLAND





Grade Average Calculator

A student has a B grade average if they average at least four (4) points on the below table.

Grade	Point equivalence
A	5
B	4
C	3
D	2
E	1

How to use this tool:

Each grade has a corresponding point value. Convert the grades into points.

(For example: If the subject grades are: A, B, C the points are worked out as follows:
 $5, 4, 3 = 12$)

To work out the average score, divide the total points by the number of subjects.

(In the example above:
 $12/3 = 4$)

Bonus Points:

Bonus points of 0.25 can be received for each of the following (up to a maximum of 1.0 points):

- A successfully completed Head Start course
- A completed Certificate III or higher
- Students studying one of the following subjects:
 - › A language other than English
 - › Chemistry
 - › Physics
 - › Specialist Maths

1. Eligibility

Students Attending a State or Non-State Secondary School

Students must supply their most recent graded report card issued by their state regulatory body (eg. Education Queensland)¹. The report card must feature a minimum of three (3) senior school subjects and students must have maintained a minimum B average (or 70% or higher).

Please see the grade average calculator to assist in determining a B average.

Following USQ policy, if a Head Start student fails two (2) courses, they are ineligible to be granted entry into Head Start for subsequent semesters.

Home School & ACE Schools

Students who are not able to supply an official report card from the state regulatory body (eg. Education Queensland) must submit a completed **SAT test** which is the recommended test for school age students. However, we can accept a STAT test.

Minimum requirements for entry via SAT or STAT test:

- SAT test: 70th percentile or above
- STAT test: Score of 155 points or more

2. Eligible Semesters by Year Level

- Year 10 - Semester Two and Three²
- Year 11 & 12 - Semester One, Two and Three

3. Additional Application Requirements

Each school must nominate a coordinator for the student/s studying the Head Start program. This must be a staff member at the school for students enrolled at a high school or a parent/guardian if home schooled.

This coordinator will provide care and support for their student/s enrolled in the program and will monitor their progress.

4. International Students

International students who are enrolled with an Australian-based school are eligible to apply for the USQ Head Start program. International students can complete the online application form and normal entry requirements apply (see guidelines 1 and 2).

5. Course Limits

Students can only enrol in a maximum of one (1) course per semester.

The maximum number of courses that a student can complete under the Head Start program while at school is seven (7) courses (over seven (7) semesters).

For subsequent Head Start courses, another full application form must be completed online by the **application closing date for each semester**.

¹ The Toowoomba Christian College Report Card will also be accepted.

² NUR1100 is only available to year 11 & 12 students.

6. Tuition Fees

Students will be enrolled as 'non-award students' and will not be charged any tuition fees for their first Head Start course. Students will be expected to meet the costs normally incurred with the course, including textbooks, residential school costs, etc.

If students have requested to drop their course in writing before the advertised [last day to drop a course without a fee](#), they will be eligible for another free course in a later semester.

Students undertaking additional Head Start courses in later semesters will be charged \$410³ per course. This fee will need to be paid in full to USQ before week two (2) of the semester. In addition, students will be required to pay a Student Amenities Fee (SAF) which is currently \$39.00⁴.

7. Early Offer Eligibility

Students who successfully complete a Head Start course are eligible for an Early Offer based purely on the completion of a Head Start course.

Students may receive a conditional offer as early as August depending on when they submit their [early offer application](#). Students still need to meet all other program pre-requisites (eg. completion of Year 12 and minimum grade C in Units 3 & 4 in school subjects required as pre-requisites).

Students should check the [USQ Handbook](#) to determine program pre-requisites. Students still need to apply via QTAC and must place a related USQ program as their first (1st) preference.

8. QCE Points

Students who successfully complete a Head Start course will receive two points towards their Queensland Certificate of Education (QCE) for every course, up to the maximum allowable limit (8) set by the Queensland Curriculum & Assessment Authority (QCAA). Results will be uploaded to the QCAA portal within within four (4) weeks of USQ results being released.

*Students in year 12 studying in Semester 3 do not receive QCE points.

*Students outside of Queensland are not eligible to receive QCE Points. Head Start does not contribute points towards other state senior certificates.

9. Adjustment Factors

Students who complete a Head Start course will receive one (1) rank point towards their QTAC rank if applying to USQ. A student can receive a maximum of six (6) rank points which includes [adjustments based on subjects](#).

10. Course Completion

Students will be provided with a certificate upon successful completion of each course at the Head Start Celebration or via post after grades are released.

An unofficial transcript can be downloaded from UConnect at the completion of the course. Students can obtain an 'official' academic transcript upon request and payment of the associated fee.

Should a student be admitted into a USQ program, credit will be granted for each completed Head Start course, subject to the rules pertaining to that particular program.

11. USQ Student Policies

Students will be issued with a student number and will have access to the University Library and to the University IT services including UConnect. Students will be subject to the provisions of the University's statutes and regulations during their enrolment.

Each Head Start application must be signed by parents/guardians thereby giving consent to USQ to provide full internet access to the student for the purpose of their studies and educational activities and incidental to such in accordance with USQ's ICT policies if studying on-campus. USQ will not be responsible for the content that may be viewed on the Internet.

By refusing consent or later withdrawing consent by written notice to USQ, the student's enrolment or Internet access as applicable will be cancelled by USQ, which may impact on their study results. Parents/guardians and the nominated school coordinator are eligible to be granted access to information regarding the enrolment of their student/s during the semester.

³ Course fees are based on 2021 prices and are subject to change. See the current [fees here](#).

⁴ SAF are based on 2021 prices and are subject to change. See the current [fee schedule here](#).